



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Approval of Agreement for Teacher Externship with Workforce Solutions for South Texas

**SUBMITTED BY:** Angelica Sanchez, Director of Career & Technical Education

**OF:** Curriculum and Instruction Department

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** May 16, 2018

## **Recommendation:**

The United ISD Board will enter into a Teacher Externship Agreement with Workforce Solutions for South Texas (WSST). This agreement will establish a contract to offer the WSST Teacher Externship Program to United ISD teachers. The contract term will be from April 4, 2018 to February 28, 2019.

## **Rationale:**

The money awarded through this agreement will be reimbursed to UISD by WSST within thirty business days of the receipt of a detailed and completed request for payment.

## **Budgetary Information:**

\$23,120 for up to 17 teachers (40 hours x \$34/hr and benefits). Teachers will also receive a travel stipend at the rate of \$.54 per mile for travel to worksites that exceed 30 miles (60 miles round trip).

## **Board Policy Reference and Compliance:**

Professional Development for Teachers

**Workforce Solutions for South Texas and United Independent School District  
 Agreement for Teacher Externship (TWC Grant)  
 In Association with TWC Contract #21.18WOS000**

| <b>Board</b>  | <b>UISD</b>  |
|---|--|
| Rogelio Treviño, Executive Director<br>Workforce Solutions for South Texas<br>1701 E. Hillside Rd.<br>Laredo, Texas 78044<br>(956) 722-3973 (Telephone)<br>(956) 725-2341 (Fax) | Roberto J. Santos, Superintendent<br>United Independent School District<br>201 Lindenwood<br>Laredo, Texas 78045<br>(956) 473-6201 |

**WITNESSETH THAT:**

This Agreement is entered into on the 4th day of April, 2018 by and between Workforce Solutions for South Texas, herein referred to as the Board, and United Independent School District, hereinafter referred to as UISD. All agreements verbal or written are reduced in writing to the current contract.

**1. Purpose**

It is the purpose of this Agreement to establish a Contract between the parties and to set forth the relative responsibilities of the parties insofar as they relate to the WSST Teacher Externship Program.

**2. Term of Contract**

Beginning Date: **April 4, 2018**  
 Ending Date: **February 28, 2019**

The Board reserves the right to terminate prior to, or extend, the contract end date with a 30-day notice.

**3. Financial Agreement**

UISD will be paid for approved services at a rate of \$34.00 per Teacher Externship **hour** worked, not to exceed 40 hours = \$1,360.00 total per, for up to seventeen (17) selected middle or high school teachers. Not to exceed **\$23,120.00 total** for up to 17 teachers x 40 hours – rate is inclusive of all cost; i.e. fringe, retirement, etc. In addition, teachers will be reimbursed for travel to worksites that exceed 30 miles (60 miles round trip) at a rate of \$.545 per mile.

**Payments-** Invoices must be submitted within 30 days of services rendered. UISD will be paid within thirty-(30) business days of the receipt of a detailed and properly completed request for payment/invoice.

To receive payment the following documents must be submitted:

- Original itemized invoice including the number of hours worked, signed mileage voucher and copy of proof of car insurance.
- Assure electronic program evaluation survey is completed by teachers before releasing payment
- Requirements noted in Attachment A – Statement of Work

**4. Compliance with Acts and Regulations**

UISD agrees to adhere to any requirements of the Workforce Innovation and Opportunity Act, and any regulations promulgated there under at the federal or state level. UISD will be provided full compliance documentation referencing the activities in this paragraph, if requested.

**Assurances**

- A. Both parties agree to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), the Americans with Disabilities Act of 1990 (Public Law 101-336), and all amendments to each, and all requirements imposed by regulations pursuant to these acts. In addition, the parties agree to comply with Title 40, Chapter 73, of the Texas Administration Code. These provide in part that no persons in the United States shall, on grounds of race, color, national origin, sex, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal or state funding, or otherwise subjected to discrimination. Both parties agree to comply with Texas Revised Civil Statutes Article 4419b-4, Sections 4.03 and 5.04 (relating to workplace confidentiality guidelines regarding AIDS and HIV).

All parties will secure the confidentiality of records and other information relating to participant in accordance with Federal law, rules and regulations as well as applicable State laws and regulations

**5. Contract**

Cost reimbursement will be based on the number of hours teachers worked and miles traveled reported to the Board.

**6. Contractor Changes**

Any changes in services require approval from the Board by contract amendment. UISD shall notify the Board within ten working days of the occurrence of any change in the name, governing structure or organization, and of any voluntary or involuntary actions in bankruptcy. Any changes may require approval by contract amendment.

**7. Non-Assignment**

This Agreement may not be assigned. Notwithstanding any attempt to assign the Agreement, the Agreement shall remain fully liable for this Agreement and shall not be released from performing any of the terms, covenants and conditions of this Agreement.

**8. Termination of Contract**

This contract may be terminated by either signatory party by stating verbally and confirming in writing, cause of cancellation with 30 days notice one to the other. The Board reserves the right to amend or terminate this contract contingent to the availability of funds.

**9. Entire Agreement**

UISD hereby acknowledges that it agrees to the terms of this entire agreement including Attachment 1 – Statement of Work. All oral and written agreements between the parties hereto relating to the subject matter of this agreement that were made prior to the execution of this agreement have been reduced to writing and are contained herein. UISD agrees to abide by all terms and conditions specified herein and certify that the information provided to the Board is true and correct in all respects to the best of its knowledge and belief. The obligations of the Board under this contract are expressly contingent upon the availability of funds for such purpose, under the applicable federal, state, or other sources. This contract shall not be binding until expressly approved by the Executive Director of the Board, or the Executive Director’s designee.

**WORKFORCE SOLUTIONS  
FOR SOUTH TEXAS**

**United Independent School District**

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Rogelio Treviño,  
Executive Director

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Roberto J. Santos,  
Superintendent

**ATTACHMENT 1**  
**Statement of Work**  
**Workforce Solutions for South Texas Teacher Externship Program**

**Synopsis of the Workforce Solutions for South Texas Teacher Externship Program:** The WSST Teacher Externship Program will be held in June and will be conducted for a total of five days. The program will be "home-based" in the Laredo Community College Economic Development Center facility. The program week will begin with an Orientation followed by three days of structured learning experiences on the worksites with afternoons in facilitated discussions and one day for curriculum development and evaluation.

The Orientation will be conducted on the first day and will include a facilitated presentation that provides an overview of the WSST targeted industries and demand occupations that have the most potential for job openings. The Orientation day will include an interactive session between the teacher and the assigned employer (s), points of discussion will include safety requirements, work schedule, reporting site, dress code, confidentiality, and occupational responsibilities.

**WSST Board Roles and Responsibilities include:**

- (1) Assign liaison to the program;
- (2) Eligibility determination and enrollment of teacher;
- (3) Conduct and hold planning meetings to develop a detailed program plan for the Teacher Externship Program that will make connections between what teachers teach and what the employer worksite requires in an employee;
- (4) Develop formal letters of agreements with partners;
- (5) Conduct an orientation, and provide coordination for work site and development of lesson plans;
- (6) Facilitate and conduct a program evaluation;
- (7) Oversee and collect all documentation required for the required leveraged funds;
- (8) Submit all required program deliverables including detailed plan, implementation schedule, expenditure projections and performance benchmarks, program monitoring, quarterly and final reports.

**United ISD's Roles and Responsibilities include:**

- (1) Assign a program coordinator to serve as the liaison to the program;
- (2) Participation in program planning to help in the development of a detailed program plan for the Teacher Externship Program that will make connections between what teachers teach and what the employer worksite requires in an employee;

(3) Assist in the collection of information, surveys and other for required program reports;

(4) Provide required documentation for identified leveraged funds. The estimated leveraged time for planning meetings; teacher selection; program implementation days and activities; and assistance with required reports and documentation is estimated at about **75 hours at \$50.00 per hour = \$3,750.00** (Includes travel and assistance from other school personnel who may assist liaison). All leverage funds must come from non-federal funds;

(5) Select teachers through a fair and equitable process and include the TWC criteria requirements in the selection;

(6) Pay teachers through existing payroll system and provide documentation for reimbursement;

(7) Work with the participating employers to identify knowledge, skills and educational requirements to better prepare students for workplace success;

(8) Ensure that participating teachers will keep a daily journal of experiences, identify ways to integrate curriculum to include classroom teaching connections to the demand occupation and industry and any opportunities to assist in the development of the student's critical thinking, problem solving and creativity and innovation skills.

(9) Follow up with teachers during classroom instruction to ensure that lesson plans are being implemented by participating teachers.

Facilitate the collection media resources such as but not limited to video recordings, photographs, interviews with teachers or students during implementation of lessons. Such collected resources will be utilized to document the implementation of the lesson plans created through the project.